



WEST VIRGINIA STATE UNIVERSITY

Accountant Senior Institute, West Virginia

This position is within the Office of Fiscal Affairs. Job duties: Preparation of the University's Appropriation Request, Budget, and Expenditure Schedule; Development of financial reporting methods, and examining, analyzing, and interpreting accounting records and financial information for the preparation of the University's financial statements; Examining budget versus actuals by department and reporting findings of overspending; Meet with Budget Managers within University staff to monitor and track expenses versus budget; Analyze payroll information and maintain an up-to-date salary and benefits database and employment report for internal use and decision making; Reviews expenditures and revenues of federal and private grants and contracts; Provides analysis and resourcefulness with data and historical information for the University's annual financial audit and other audits, as needed; Reviews, prepares, and analyzes large data sets used for reporting and research; Managing and invoicing of Student Third Party vendors and other invoicing as needed; Answer telephone calls and/or emails from students, parents and staff members; Managing and invoicing of payroll reimbursements; Other duties as assigned by the Controller or Vice President and/or Assistant Vice President of Business and Finance. Requirements: Bachelor's degree, or foreign equivalent, in Accounting, Finance, Business Administration or closely related field. 18 months experience as an Accountant or in any occupation where the required experience is acquired. FT. Jobsite: West Virginia State University, 5000 Fairlawn Avenue, 301 Ferrell Hall, Institute, WV 25112.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, copies of academic transcripts, and the names and email addresses or phone numbers of three professional references by November 8th. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
PO Box 368 / 324 Ferrell Hall
Institute, WV 25112

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